

	Portales Police Department  Standard Operating Procedure & Policy	SOP #	110.01
		Date Revised:	10/18/2014
		ADM. #	10.01
1700 N. Boston St. Portales NM, 88130	Planning and Research	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

## I. STATEMENT OF PURPOSE

The Portales Police Department utilizes a program known as Capers to track crime patterns in the city. This is accomplished through the use of computer generated information. This assists management by providing information useful for strategic planning and supporting line units by providing information useful in the development of daily operational and tactical plans.

## II. PRINCIPLES

Capers is based on four basic principles

- A. Accurate and timely intelligence- the effective response to crime increases proportionally as the accuracy of the criminal intelligence increases.
- B. Effective tactics- these are established by comprehensive, flexible, and adaptable interpretation and deployment of personnel to shifting crime trends as they are identified.
- C. Rapid Deployment of personnel and resources- a viable and comprehensive response to a crime or quality of life problem demand the Department as a whole brings its expertise and resources to bear on a problem.
- D. Relentless follow-up and assessment- this is essential in determining if the tactics and deployment were successful.

## III. RESPONSIBILITIES

- A. Records personnel shall provide detailed information on statistics upon request of an employee. The following factors should be included in the report, if available:
  1. Frequency by type of crime;
  2. Geographic factors;

3. Temporal factors;
4. Victim and target information;
5. Suspect information, including vehicle descriptors;
6. Modus Operandi factors;
7. Physical evidence;

#### IV. ADMINISTRATIVE REPORTING PROGRAM

In order to create a system wherein the staff is informed of daily and monthly operations which are used to provide guidance to set Department goals and objectives and as a guide to report agency activities to outside entities, the following administrative reports are utilized:

##### A. Monthly reports to the Chief of Police

###### 1. First Line Supervisors

- a. Submitted monthly recapping the events occurring within each division. Each unit within a specific division is responsible for the timely submittal of their respective, information to their Division Commander, who in turn prepares the information for submission to the Chief of Police.
- b. These reports are designed to assist the Chief of Police in ensuring Department goals are being met; that Department resources are being utilized efficiently; and that community needs are being met.

##### B. Statistical Reports

1. An activity report is produced by the records department and lists the activity of each individual officer. It is designed to provide supervisors with productivity levels of officers, assist in determining any patterns in productivity and tracking to determine any selective enforcement needs.
2. A monthly report is produced by the records department for comparison of items month to month to the previous year. This report is distributed by the records department, or their designee, to the appropriate personnel within the Police Department.
3. A Uniform Crime Reporting (UCR) report is produced by the records department and contains the requested information. This report is distributed to the Chief of Police for review and then sent to the FBI.

C. Report to the City Manager

1. A report compiled, yearly, from the monthly reports to the Chief of Police. This report includes, among other things, a comparison from the previous year calls for service; reported crime and arrests, and community education presentations.